

SUBJECT: (Optional)

86-0219

DDA Subject

FROM:

Avon O. Harding  
Director, EEO  
626 C of C

EXTENSION

NO.

DATE

24 January 1986

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. DDA EEO Officer  
626 C of C

1/27 1/28

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2. 8X0/DDA

28 JAN 1986

801

3. A77A

4. DDA

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#8.  
ACTION  
SUSPENSE: 12 Feb '86

24 January 1986

MEMORANDUM FOR: Directorate EEO Officers

FROM: Avon O. Harding  
Director of Equal Employment Opportunity

SUBJECT: Formation of EEO Training Evaluation Panel

1. The Office of Equal Employment Opportunity (EEO), in conjunction with the Office of Training and Education (OTE), is forming a panel to evaluate CIA's EEO training and we are asking for a senior level manager from each directorate and the DCI Area to participate on the panel. Will you please discuss this with your Deputy Director and let me know his response to our need.

2. The panel will meet in February, probably for nearly a whole day, and will look at descriptions of several OTE courses and the EEO segment in each. Also to be considered are the Urban Awareness Seminar and the Professional Woman's Course. We have EEO segments in the following OTE courses:

Management Development Course  
Midcareer Course  
Supervision of Analysis Seminar  
Administrative Career Training Course  
Agency Orientation and Office Procedures

3. The panel will evaluate the appropriateness of our training, its match to the audience, and our success in meeting training objectives. I will present the results of the evaluation to the OTE Curriculum Committee as part of a periodic training review.

Avon O. Harding

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